

**NVLAP Assessor Quote Form**  
(Microsoft Excel Worksheet)

<b>Date of Quote:</b>		
<b>Company Name:</b>		
<b>Assessor Name:</b>		
<b>Laboratory Name:</b>		
<b>NVLAP Lab Code:</b>		
	<b>Quantity (hours or miles)</b>	<b>Amount (\$)</b>
<b>1. On-Site Assessment (hours)</b>		
Preparation/document review	0.00	
Travel	0.00	
On-site visit	0.00	
Post-assessment review of nonconformity responses	0.00	
Subtotal (# hrs. X \$86.50/hr.)	0.00	\$0.00
<b>2. Travel Expenses</b>		
<b>Destination:</b>		
Airfare		\$0.00
Car Rental		\$0.00
Taxi/Limo		\$0.00
Parking/Tolls		\$0.00
Mileage (# miles X \$0.54/mi.) *	0.00	\$0.00
Subtotal		\$0.00
<b>3. Per Diem Expenses *</b>		
Lodging		\$0.00
Meals and Incidentals		\$0.00
Subtotal		\$0.00
<b>4. Miscellaneous Expenses</b>		
Phone, Internet, Postage		\$0.00
Other:		\$0.00
Subtotal		\$0.00
<b>TOTAL AMOUNT OF QUOTE **</b>		\$0.00

<b>APPROVAL (for NVLAP use only)</b>	
Name of Program Manager:	_____
Program Manager Phone Number:	_____
Date Approved:	_____

\* Visit <<http://www.gsa.gov>> for current lodging, per diem, and POV mileage reimbursement rates.

\*\* Acceptance of this quote is not an authorization to perform work.